DOCUMENT RESUME

ED 430 952 SP 038 536

TITLE	Substitute Teacher Handbook for Montgomery County Public Schools.
INSTITUTION	Montgomery County Public Schools, Rockville, MD.
PUB DATE	1997-00-00
NOTE	20p.
AVAILABLE FROM	Montgomery County Public Schools, 850 Hungerford Drive, Rockville, MD 20850-1744; Tel: 301-279-3280.
PUB TYPE	Guides - Non-Classroom (055)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Elementary Secondary Education; Guides; Personnel Needs; Public Schools; *Substitute Teachers
IDENTIFIERS	*Montgomery County Public Schools MD

ABSTRACT

This booklet presents materials and practical suggestions to help substitute teachers working in the Montgomery County Public Schools (MCPS), Maryland. Section 1 discusses Substitute Teaching in Montgomery County Public Schools. It includes four sections: Professional Expectations (eligibility, duties and responsibilities, classroom control and discipline, corporal punishment, alcohol and drug free workplace, confidentiality, inclement weather, and MCPS policies and regulations); Working with Students; Advice for Substitute Teachers; and Important Telephone Numbers. Section 2, "Using the Automated Substitute Calling System," includes How Substitutes Receive Assignments, Registering with the Automated Calling System, Accepting an Assignment, Receiving a Call From the Computer, Calling Times, Changing Your Telephone Number, Reviewing and Canceling Jobs, Prearranged Assignments, Tips on Using the System, and Rotary Telephones. Section 3, "Marketing Yourself," explains how to search for open substitute jobs. Section 4, "School Telephone List," lists the telephone numbers for all schools within the MCPS. (SM)

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Substitute Teacher Handbook for Montgomery County Public Schools

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Montgomery County Public Schools
Rockville, Maryland

Spring 1997

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Substitute Teaching in Montgomery County Public Schools

Congratulations on your selection as a Montgomery County Public Schools (MCPS) substitute teacher. Substitute teachers are vital to the continuity of the instructional program and are essential to a quality education for each student.

The material in this booklet was developed by MCPS personnel staff, teachers, and experienced substitute teachers. These materials and practical suggestions should help you work effectively and frequently.

Professional Expectations

Eligibility

Substitute teachers are maintained on the MCPS roster of eligible substitutes contingent upon their ability to comply with personal and professional standards of conduct. Conduct detrimental to the reputation of individual schools and/or the school system, not in the interest of the instructional program, or constituting a threat to the safety or well-being of students, the community, or school employees will be cause for removal from the substitute roster.

Requests to exclude a substitute teacher from an individual school must be submitted, in writing, by a school administrator to the director of the Division of Staffing. This request may be submitted in the form of a memorandum or on the Division of Staffing's "Substitute Deletion Request" form. A reason must be stated for the request for removal. The substitute teacher must be notified in writing, by the principal or designee, of the school's intent to have him/her excluded from its substitute roster. The appropriate staffing team member will review the request to determine the substitute's eligibility for assignment to other schools. Substitute teachers who are determined to be ineligible for assignment to an individual school or who are to be removed from the roster of eligible substitutes will be notified, in writing, by the director of the Division of Staffing.

Inactivity for a period of one year, as well as excessive cancellations and/or refusals of assignments, will also result in the substitute teacher's removal from the roster of eligible substitutes.

School Information Packet

Each school retains an information packet relevant to the operation of the school. It is beneficial to arrive early enough to familiarize yourself with the information contained in this packet.

Duties and Responsibilities

In accordance with the agreement between the Montgomery County Education Association (MCEA) and the Board of Education, "Each substitute unit member will work the same number of normal hours worked by the unit member who is on leave or the scheduled number of hours for the vacant position. Starting and dismissal times shall be assigned by the principal."

Classroom Control and Discipline

MCPS Administrative Regulation JGA-RA, "Maintenance of Classroom Control and Discipline," states that "Physical restraint may be used by a teacher in an extraordinary case of breach of discipline to restrain a disruptive pupil, provided that the force used is reasonable under the circumstances. The teacher shall inform the principal at once of such an action and shall make an accurate written account of it, within 24 hours, if possible." Care should be taken during the resolution of disciplinary matters to avoid physical contact unless absolutely necessary.

Inappropriate language, threatening statements, or profanity used by substitutes will not be tolerated.

If you feel immediate follow-up is needed regarding any student's behavior, contact a school administrator or counselor immediately. Do not, in a short-term substitute assignment, attempt to directly contact a parent or guardian.

Corporal Punishment

MCPS Exhibit JGA-EA, "Disciplinary Action (State Law)," states in part that "Notwithstanding any bylaw, rule, or regulation made or approved by the State Board, a principal, vice-principal, or other employee may not administer corporal punishment to discipline a student in a public school in the State."

Alcohol and Drug-Free Work Place

MCPS Administrative Regulation COF-RA, "Intoxicants on MCPS Property," states that penalties will be imposed "when anyone on MCPS property or engaged in MCPS sponsored activities is found to be in possession of or under the influence of intoxicants."

Confidentiality

Substitutes who are made privy to information regarding students, community members, or school staff may not discuss this information or community concerns with any other parties except legitimate school authorities. Administrators or appropriate staff members should be consulted by substitutes if they determine there is a need to relay information as a result of health, safety, or well-being concerns.

Inclement Weather

Substitutes who have attained long-term substitute teacher status do not report to work and will be granted emergency leave and paid for any snow day occurring during their long-term substitute tenure. Short-term substitutes are paid for a full day for delayed openings and early closings. They are not reimbursed for snow days.

MCPS Policies and Regulations

A copy of the *MCPS Policies and Regulations Handbook*, volumes I and II, is kept in the media center of each school and is available for review upon request.

Working with Students

- Show an interest in each student you encounter.
- Students should never be left unattended, and adherence to school rules (e.g., regarding food, drinks, hats, etc.) should be complied with at all times in a fair but firm and consistent manner. Students should be referred to the school nurse, health room technician, or other appropriate staff member in the case of cuts, injuries, or use of medication. Other circumstances may also warrant referral to the same individuals.
- Care should be taken to always address students in a friendly, non-confrontational, nonthreatening tone of voice.
- Dress professionally to encourage student cooperation and respect.

- Follow lesson plans in accordance with the teacher's directions. Ask questions of appropriate staff regarding meaning, intent, availability, location of resources, or any other obstacles to the strict adherence to the teacher's lesson plans.
- Provide feedback to the teacher regarding the day's activities (positive as well as negative student behavior, and notification of any unusual events).
- Leave the classroom and instructional materials in an orderly manner.

Advice for Substitute Teachers

The following suggestions come from successful substitutes. They apply across grade levels and subjects.

- Arrive at school with sufficient time to organize your materials and familiarize yourself with local school rules, bell times, and procedures.
- Take advantage of available school resources, starting with the office. Check with administrators, counselors, and secretaries to get any general information you will need to know that day.
- Greet students warmly as they arrive.
- Make sure to locate class seating chart(s) as soon as possible. Be on top of the roll call situation. If you are not sure how to pronounce a name, spell the child's name and ask the student to pronounce it. Use the seating chart to call on students.
- While you should typically find a well-planned lesson available for use, it is always a good idea to have supplemental plans handy in case the teacher's plans do not cover the time allotted for class. Your plans should be generic and deal with appropriate subject material. Some suggestions follow:
  - Ask the students to write down 5-10 questions pertaining to the subject matter they are reviewing, and then use these for an oral or written quiz.
  - Write vocabulary words (10 to 20) on the board, and ask students to use them in sentences. Have the sentences read, and/or use the words to build a crossword puzzle.
  - Keep a packet of exercises, brain teasers, math detective puzzles, and mysteries to fill in a math lesson. Check the library for materials if you have not brought your own. Let students work individually or in teams based on your feelings about classroom control.

- Expect the unexpected. Be ready for contingent action. Stay in control.
- The teacher next door and those teaching the same grade can review your plans, make suggestions, and give you ideas. Resource teachers and Interdisciplinary Resource Teachers are excellent resources to consult in secondary schools. Give them a chance to help.
- The media specialist can answer questions about the relevance of materials or can show you what is available related to your lesson plan. The specialist's help can be critical if your lesson is too short or if you need to make sure your personal materials are appropriate to use in MCPS classrooms.
- Be flexible, expect the unexpected, and demonstrate a sense of humor.
- Allow yourself time to go over the lesson plans before the students arrive. Use bookmarks to make sure that you know which book to use and which page to turn to.
- Get to know your students better during homeroom, FLEX time, recess, or lunch duty. Building positive relationships with students will increase your ability to manage the classroom.
- Leave a note for the teacher regarding the day's activities.

Important Telephone Numbers

Automated Calling System	301-279-3998
Central Substitute Calling Office	301-279-3280
Information	301-279-3000
Payroll	301-279-3571
Personnel	301-279-3204

Using the Automated Substitute Calling System

How Substitutes Receive Assignments

Teachers and principals register requests for substitutes with an automated substitute calling system. Substitute coverage is arranged by referring to the schools' lists of preferred substitutes or by requesting one specific substitute. Teachers can also register prearranged assignments directly with a substitute so that the substitute does not get calls for other jobs that day. If a preferred substitute is not assigned, the system calls other substitutes based on subject and location preferences submitted during new-substitute orientation.

Registering with the Automated Calling System

In order to receive assignments from the automated system, you must first register and receive a personal identification number (PIN). The system leads you step by step through the following process:

Step 1: Access the system by calling 301-279-3998. Have your social security number and a pencil ready. When the system asks for a personal identification number (PIN), press the star (*) key.

Step 2: Enter your social security number using the telephone key pad. If the system continually asks for your social security number, hang up and call 301-279-3280 for assistance.

Step 3: Record your name. After the tone, you will have about three seconds to say your name as you would in normal conversation. You do not have to speak loudly or slowly. Nicknames are fine. Press any key as soon as you finish. The system plays back its recording. If you do not like the way your name sounds, press the "9" key to re-record it. Press the "1" key after you are satisfied with your recording.

Step 4: After recording your name, the system assigns your PIN. The number is given rapidly, so press the "9" key at least once to have the system repeat your PIN. You may press the "9" key as many times as you like.

Step 5: The system will confirm the correct phone number to contact you. If the number is not correct, you may change it by pressing 1 and following the instructions given by the automated system.

Accepting an Assignment

There are two ways to accept assignments. You can call the computer to review assignments for which you qualify, or you can accept assignments when the computer calls you.

Calling the computer: To search for assignments, call the computer on 301-279-3998. When you enter your PIN, the system lets you change your phone number, accept a job, or review or cancel a job. Choose the "accept a job" option. The system first presents all jobs for which teachers have registered you as their preferred substitute. After listening to a job recording, you must accept or reject it by following system instructions. You only get one chance to accept this type of assignment.

Next, the computer presents available jobs from schools that have designated you as a "preferred substitute." After listening to each assignment, the system gives you three options:

Option 1: *Accept the job.* When you choose this option, the system gives you the job number. When you hear the ***job number***, the assignment is yours. Remember, you must have a job number to accept a position.

Option 2: *Decline the job.* If you cannot accept this assignment, decline it so that the system will not call to offer it to you at a later time.

Option 3: *Bypass the job.* If you are not sure you can take the job, bypass it. The system may call and offer it later if another substitute does not call in and take it first.

When all jobs for which you qualify are presented, the narrator says, "No more job information is available." You can then return to the regular menu, or you can go back and listen to the jobs you bypassed.

It is best not to call to review jobs between 4:30 p.m. and 8 p.m. During these hours, the system makes the bulk of its outgoing calls. If you call to find work, you may miss a call from the system because your line is busy. The best time to find a daily assignment is early in the morning for work that day. On a morning when you want to work but do not have an assignment, call the central substitute office to learn about additional assignment opportunities.

Receiving a Call from the Computer

When you answer a call from the system, you can enter your PIN to hear the assignment offer, or you can press the star (*) key for further instructions. If you enter your PIN, the system presents information about one job, which you may accept or decline. If you hang up, the job is declined. Pressing the star (*) key before entering your PIN gives you two options: You may put the system on hold for two minutes, or you may turn on a "do not disturb" option that stops further calls during that calling period. When the system is put on hold, it waits two minutes for you to enter your PIN before disconnecting. Use the "do not disturb" option carefully during evening and weekend calling periods, because during these periods, the computer fills future jobs as well as next-day jobs.

If you use an **answering machine**, the system leaves no message when it calls. The system is activated by the entering of the PIN. The system will simply hang up and call another substitute to offer the assignment if your answering machine picks up. If no other substitute is available, you may receive a call later for the same job, but this is not likely. If you are expecting a specific call, you can use the system's call-forwarding option to receive the call at a location other than your home. By using this option, you can avoid missing an opportunity to work.

Calling Times

When school is in session, the system calls substitutes each morning from 5:45 a.m. through noon and each evening from 4:30 p.m. through 9:50 p.m. It also calls afternoons and evenings on weekends and some holidays. Morning calls are limited to jobs for that day, but the computer arranges coverage as far into the future as it can each evening and on weekends. Schools maintain separate lists of preferred substitutes for each subject area. These substitutes are always called first unless a teacher specifies that a particular substitute is to get the first call. The computer then calls other substitutes whose location and subject preferences match the assignment.

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Changing Your Telephone Number

The automated calling system gives you a call-forwarding option. If you use this option, all calls from the system go to the new number you enter until you change it back. In addition to your callback number, the system stores your permanent home telephone number. Teachers use this permanent phone number as your identification when registering you as their preferred substitute. Changing the callback number does not change your permanent home phone number. If you want to change your permanent telephone number, call the substitute office at 301-279-3280

Reviewing and Canceling Jobs

When you call the automated system (301-279-3998), you can review all of your active jobs. (An active job is one that has not started yet.) After reviewing a job, you are given the option to cancel it. **Use this option only in emergencies.** If you find it necessary to cancel a job, do so as soon as possible. You should also notify the school in order to enable it to secure another substitute or arrange for immediate coverage if necessary. Cancellations are recorded and monitored. **Excessive cancellations (10 or more) will result in your removal from the master list of eligible substitutes.**

Prearranged Assignments

Teachers should register jobs on the computer even when they contact you directly to arrange an assignment. We require teachers to register prearrangement for three important reasons:

- *If you have to cancel a job, the computer immediately seeks a replacement.* If the job is not registered, the teacher and the school must be contacted so that alternative coverage can be arranged.
- *Principals and coordinators call to review absences.* If problems arise and your job is registered, the system provides the information schools need to contact you.
- *The system will avoid calling you to offer other jobs on a day when you already have an assignment.* Most substitutes appreciate this, and it allows the system to concentrate on other assignments.

If you accept an assignment directly from a teacher, you do not have to confirm acceptance with the computer. Teachers will confirm your

acceptance when registering the absences. Please confirm with the teacher that he or she will register the assignment so that you will not be contacted for other assignments that day. You can call and obtain the job number using the review process, but this is not required.

Tips on Using the System

Hit the phone keys squarely and briefly. When entering data, **do not hold a key down for very long**. The system allows thirty seconds between entries so that you do not have to rush, but a long tone may be improperly interpreted. If you have made a mistake or if the computer does not respond, hitting the star (*) key repeatedly will bring you to a point where you can start over. If you make a mistake while trying to accept a job, call the central sub-office immediately. ***Remember, until you hear the job number, you have not accepted an assignment offered by the computer.***

If you have call-waiting, complete your interaction with the substitute management system before transferring to the other line. If you do transfer, the computer will disconnect in 30 seconds. If it disconnects after you have entered your PIN, the system registers the call as a decline and will not offer you that job again.

Once you are familiar with the system, you do not have to listen to all of the instructions each time you call. As soon as the system answers, for example, you can enter your PIN before the system requests that you enter it. If you know the option you want, you do not have to wait to hear the other options before entering your choice. If you press a key while the system is talking, it will normally execute the option you have selected as soon as the message is complete.

Rotary Telephones

The computer only recognizes signals sent by pressing the keys of a tone-generating telephone. It does not recognize the click or pulse signals generated by rotary phones or push-button phones that do not have the tone option. If you have rotary phone service, you do not need to change to the more expensive touch-tone service to use this system. All you need is a telephone with a tone/pulse switch. To use one of these switchable phones on a rotary service, dial the system with the toggle set to "pulse," and then, when the system answers, switch to "tone". When your transaction is complete, switch back to "pulse". If you have modular wall jacks,

installation of a new phone simply requires unplugging your old phone and plugging in the new one. Signal splitters are available that allow two phones to be plugged into the same outlet. In some cases, an inexpensive adapter is needed to convert a four-pronged outlet to a modular outlet.

If you have any problems using the system, please call central sub at 301-279-3280 between 8 a.m. and 3 p.m.

Marketing Yourself

You may wish to search for jobs, or you may wait for the Central Substitute Calling System to offer you a substitute position. If you wish to search for open substitute jobs, do the following:

- Decide at which schools you would like to work. Telephone those schools and leave your name, telephone number, and qualifications. Express your interest in desired grade levels. You may also notify the schools by leaving a business card or hand-written note with the same information. Leave enough business cards and/or notes for distribution. Do not expect the school to make copies.
- After substituting in a particular school several times, ask the principal to include your name on the priority substitute list. If the principal does this, your chance of getting calls from the central substitute calling system for that school increases dramatically.
- Do your best at each substitute assignment you receive. Satisfied teachers will recommend you to their teammates and friends.
- If you still do not have a position at 7 a.m. on a day you want to work, call the central substitute office at 301-279-3280. A staff member will place you for that day if there are appropriate jobs available.
- Teach each class as if it were your own.

School Telephone List

Location No.	School	Phone No.
823	Argyle Middle School	301-460-2400
425	Ashburton Elementary School	301-571-6959
705	John T. Baker Middle School	301-253-7010
333	Benjamin Banneker Middle School	301-989-5747
420	Bannockburn Elementary School	301-320-6555
505	Lucy V. Barnsley Elementary School	301-460-2121
207	Beall Elementary School	301-279-8460
780	Bel Pre Elementary School	301-460-2145
607	Bells Mill Elementary School	301-469-1046
513	Belmont Elementary School	301-924-3140
401	Bethesda Elementary School	301-657-4979
406	Bethesda-Chevy Chase High School	301-657-4900
226	Beverly Farms Elementary School	301-469-1050
757	Montgomery Blair High School	301-650-6600
410	Bradley Hills Elementary School	301-571-6966
335	Briggs Chaney Middle School	301-989-6000
304	Broad Acres Elementary School	301-431-7616
518	Brooke Grove Elementary School	301-924-3154
807	Brookhaven Elementary School	301-460-2140
559	Brown Station Elementary School	301-840-7172
419	Burning Tree Elementary School	301-320-6510
309	Burnt Mills Elementary School	301-649-8192
302	Burtonsville Elementary School	301-989-5654
606	Cabin John Middle School	301-469-1150
508	Candlewood Elementary School	301-840-7167
310	Cannon Road Elementary School	301-989-5662
604	Carderock Springs Elementary School	301-469-1034
159	Rachel Carson Elementary School	301-840-5333
511	Cashell Elementary School	301-924-3130
703	Cedar Grove Elementary School	301-253-7000
403	Chevy Chase Elementary School	301-657-4994
602	Winston Churchill High School	301-469-1200
101	Clarksburg Elementary School	301-353-8060
706	Clearspring Elementary School	301-253-7004
157	Roberto Clemente Middle School	301-601-0344
100	Clopper Mill Elementary School	301-353-8065
308	Cloverly Elementary School	301-989-5770
238	Cold Spring Elementary School	301-279-8480
229	College Gardens Elementary School	301-279-8470
808	Cresthaven Elementary School	301-431-7622
111	Capt. James E. Daly Elementary School	301-353-0939
702	Damascus Elementary School	301-253-7080
701	Damascus High School	301-253-7030
351	Darnestown Elementary School	301-840-7157
570	Diamond Elementary School	301-840-7177
747	Dr. Charles R. Drew Elementary School	301-989-6030

Location No.	School	Phone No.
241	DuFief Elementary School	301-279-4980
756	East Silver Spring Elementary School	301-650-6420
775	Eastern Middle School	301-650-6650
748	Thomas Edison High School of Technology	301-929-2175
789	Albert Einstein High School	301-649-8088
303	Fairland Elementary School	301-989-5658
233	Fallsmead Elementary School	301-279-4984
219	Farmland Elementary School	301-230-5919
507	William H. Farquhar Middle School	301-924-3100
566	Fields Road Elementary School	301-840-7131
549	Flower Hill Elementary School	301-840-7161
506	Flower Valley Elementary School	301-924-3135
803	Forest Knolls Elementary School	301-649-8060
248	Forest Oak Middle School	301-670-8242
106	Fox Chapel Elementary School	301-353-8055
237	Robert Frost Middle School	301-279-3949
553	Gaithersburg Elementary School	301-840-7136
551	Gaithersburg High School	301-840-4700
554	Gaithersburg Middle School	301-840-4554
313	Galway Elementary School	301-595-2930
204	Garrett Park Elementary School	301-929-2170
5260	Gateway Alternative Program	301-279-8488
786	Georgian Forest Elementary School	301-460-2170
102	Germantown Elementary School	301-353-8050
767	Glen Haven Elementary School	301-649-8051
817	Glenallan Elementary School	301-929-2014
546	Goshen Elementary School	301-840-8165
334	Greencastle Elementary School	301-595-2940
512	Greenwood Elementary School	301-924-3145
797	Harmony Hills Elementary School	301-929-2157
774	Highland Elementary School	301-929-2040
784	Highland View Elementary School	301-650-6426
228	Herbert Hoover Middle School	301-469-1010
305	Jackson Road Elementary School	301-989-5650
424	Walter Johnson High School	301-571-6900
360	Jones Lane Elementary School	301-840-8160
5260	Journey Program	301-972-7925
5260	Karma Academy	301-460-2104
805	Kemp Mill Elementary School	301-649-8046
815	John F. Kennedy High School	301-929-2100
783	Kensington Parkwood Elementary School	301-571-6949
311	Francis Scott Key Middle School	301-431-7630
107	Dr. Martin Luther King Jr. Middle School	301-353-8080
5260	Kingsley Wilderness Project	301-353-0839
108	Lake Seneca Elementary School	301-353-0929
209	Lakewood Elementary School	301-279-8465
51	Laytonsville Elementary School	301-840-7145
818	Col. E. Brooke Lee Middle School	301-649-8100
951	Longview School	301-840-7179

Location No.	School	Phone No.
220	Luxmanor Elementary School	301-230-5914
5260	Lynnbrook Program	301-654-7322
510	Col. Zadok Magruder High School	301-840-4607
244	Thurgood Marshall Elementary School	301-670-8282
210	Maryvale Elementary School	301-279-4990
110	S. Christa McAuliffe Elementary School	301-353-0910
158	Ronald A. McNair Elementary School	301-353-0854
212	Meadow Hall Elementary School	301-279-4988
556	Mill Creek Towne Elementary School	301-840-7149
652	Monocacy Elementary School	301-972-7990
201	Richard Montgomery High School	301-279-8400
776	Montgomery Knolls Elementary School	301-431-7667
557	Montgomery Village Middle School	301-840-4660
115	Neelsville Middle School	301-353-8064
791	New Hampshire Estates Elementary School	301-431-7607
5260	New School	301-650-6479
415	North Chevy Chase Elementary School	301-657-4950
5260	Noyes Children Center	301-762-7803
766	Oak View Elementary School	301-650-6434
769	Oakland Terrace Elementary School	301-929-2161
502	Olney Elementary School	301-924-3126
312	William Tyler Page Elementary School	301-989-5672
315	Paint Branch High School	301-989-5600
812	Parkland Middle School	301-460-2180
5260	Phoenix I	301-649-8039
5260	Phoenix II	301-840-7198
155	Rosa Parks Middle School	301-924-3180
761	Pine Crest Elementary School	301-649-8066
749	Piney Branch Elementary School	301-891-8000
153	Poolesville Elementary School	301-972-7960
152	Poolesville Mid./Sr. High School	301-972-7900
601	Potomac Elementary School	301-469-1042
428	Thomas W. Pyle Middle School	301-320-6540
125	Quince Orchard High School	301-840-4686
562	Redland Middle School	301-840-4680
514	Judith A. Resnik Elementary School	301-670-8200
965	RICA	301-251-6900
242	Dr. Sally K. Ride Elementary School	301-353-0994
105	Ridgeview Middle School	301-840-4770
227	Ritchie Park Elementary School	301-279-8475
773	Rock Creek Forest Elementary School	301-650-6410
819	Rock Creek Valley Elementary School	301-460-2195
916	Rock Terrace School	301-279-4940
795	Rock View Elementary School	301-929-2002
230	Rockville High School	301-279-8500
156	Lois P. Rockwell Elementary School	301-253-7088
707	Rocky Hill Middle School	301-353-8282
771	Rolling Terrace Elementary School	301-431-7600
794	Rosemary Hills Elementary School	301-650-6400

Location No.	School	Phone No.
555	Rosemont Elementary School	301-840-7123
215	Carl Sandburg Center	301-279-8490
104	Seneca Valley High School	301-353-8000
565	Sequoyah Elementary School	301-840-5335
603	Seven Locks Elementary School	301-469-1038
501	Sherwood Elementary School	301-924-3195
503	Sherwood High School	301-924-3200
778	Sligo Middle School	301-649-8121
990	Lathrop E. Smith Center	301-924-3123
405	Somerset Elementary School	301-657-4985
564	South Lake Elementary School	301-840-7141
798	Springbrook High School	301-989-5700
568	Stedwick Elementary School	301-840-7187
799	Stephen Knolls School	301-929-2151
653	Stone Mill Elementary School	301-279-4975
316	Stonegate Elementary School	301-989-5668
822	Strathmore Elementary School	301-460-2135
569	Strawberry Knoll Elementary School	301-840-7112
563	Summit Hall Elementary School	301-840-7127
5260	Tahoma Alternative Program	301-657-4974
754	Takoma Park Elementary School	301-650-6414
755	Takoma Park Middle School	301-650-6444
5260	The Other Way	301-217-1475
232	Tilden Middle School	301-230-5930
216	Travilah Elementary School	301-840-7153
236	Mark Twain School	301-279-4900
206	Twinbrook Elementary School	301-230-5925
772	Viers Mill Elementary School	301-929-2165
552	Washington Grove Elementary School	301-840-7120
109	Waters Landing Elementary School	301-353-0915
561	Watkins Mill Elementary School	301-840-7181
545	Watkins Mill High School	301-840-3959
235	Wayside Elementary School	301-279-8484
777	Weller Road Elementary School	301-929-2010
211	Julius West Middle School	301-279-3979
408	Westbrook Elementary School	301-320-6506
412	Westland Middle School	301-320-6515
504	Westover Elementary School	301-989-5676
782	Wheaton High School	301-929-2050
788	Wheaton Woods Elementary School	301-929-2018
558	Whetstone Elementary School	301-840-7191
811	White Oak Middle School	301-989-5780
427	Walt Whitman High School	301-320-6600
820	Earle B. Wood Middle School	301-460-2150
417	Wood Acres Elementary School	301-320-6502
704	Woodfield Elementary School	301-253-7085
764	Woodlin Elementary School	301-650-6440
234	Thomas S. Wootton High School	301-279-8550
422	Wyngate Elementary School	301-571-6979

Montgomery County Public Schools

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